



County of Los Angeles
CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 8, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

FIRE DEPARTMENT ASSISTANT FIRE CHIEF SALARY ADJUSTMENTS

Consistent with the August 4, 1998, Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Fire Department's request for salary adjustments for the following four newly appointed Assistant Fire Chiefs (S16): Donald A. De Young, Mark B. Nelson, David R. Richardson and Robert M. Valdillez at annual salaries of \$154,080 or 12.4 percent above their current salaries (Attachment I).

Pursuant to the Policy on Management Appointments, Board approval is required as the recommended salary increases are greater than 10 percent. These salaries are based on the starting salaries that were previously approved for Assistant Fire Chiefs, including cost of living increases and changes to Management Appraisal Performance Plan salaries.

The Assistant Fire Chiefs are responsible for management and oversight of either large divisions encompassing up to three battalions and a large number of fire stations or large and complex business functions, such as the Fire Marshall, Air and Wildland, and the Fire Department Camp system. The following is a summary of their experience and responsibilities:

Donald A. De Young, Assistant Fire Chief, Air and Wildland Division

Assistant Fire Chief Donald A. De Young has over 28 years with the Fire Department. He began his career as a Firefighter and has promoted up through the ranks of Fire Fighter Specialist, Fire Captain, and Battalion Chief. As Assistant Fire Chief over Air and Wildland, he is responsible for leadership and oversight of the Air Operations Section, Fire Suppression Camps, Heavy Equipment Unit, and the Transportation Unit.

Mark B. Nelson, Assistant Fire Chief, Fire Prevention Division

Assistant Fire Chief Mark B. Nelson has over 32 years with the Fire Department. He began his career as a Fire Control Laborer and promoted up through the ranks as a Firefighter, Fire Fighter Specialist, Captain, and Battalion Chief. As Assistant Fire Chief over the Prevention Division, Chief Nelson serves as the Fire Marshall, whose responsibilities include implementation of the Fire Code and all new residential and commercial development, including plan check approval and inspection within the Consolidation Fire Protection District.

David R. Richardson, Jr., Assistant Fire Chief, Division IV

Assistant Fire Chief David Richardson has over 21 years of experience in the Fire Service. He began his career as a Firefighter and has promoted up through the ranks as a Fire Fighter Specialist, Captain, and Battalion Chief. As Assistant Fire Chief over Division IV, he is responsible for three battalions and twenty-five fire stations. Chief Richardson has a bachelor's degree in Fire Protection Administration.

Robert M. Valdillez, Assistant Fire Chief, Division I

Assistant Fire Chief Robert M. Valdillez has over 29 years with the Fire Department. He began his career as a Firefighter and promoted up through the ranks as a Fire Fighter Specialist, Captain, and Battalion Chief. As Assistant Fire Chief over Division I, he is responsible for three battalions and 20 fire stations.

We have included a Fire Organization Chart (Attachment II) and the County's position descriptions (Attachment III) to assist in depicting the requested areas of responsibilities and position requirements of the higher level position of Assistant Fire Chief that the incumbents have been appointed to.

Based on the above information, we recommend approval of the Fire Department's request. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless

Each Supervisor
November 8, 2007
Page 3

otherwise instructed by November 16, 2007, we will authorize the Fire Department to proceed with these salary adjustments.

Please contact Mr. Ernie Miyamoto, CEO Public Safety, at (213) 974-1178, if you have any questions or need additional information.

WTF:SRH:RDC
JW:EM:yjf

Attachments

c: County Counsel
Fire Department

MAPP.Assistant.Chief.bm

Fire Assistant Fire Chief – Salary Recommendations
Management Appraisal & Performance Plan
Tier II – S16 Salary Schedule

<u>Name</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Requested Salary</u>	<u>Percentage Increase</u>
Donald A. De Young	\$11,423.18	\$1,416.96	\$12,840.14 (Step 8)	12.40%
Mark B. Nelson	\$11,423.18	\$1,416.96	\$12,840.14 (Step 8)	12.40%
David R. Richardson, Jr.	\$11,423.18	\$1,416.96	\$12,840.14 (Step 8)	12.40%
Robert M. Valdillez	\$11,423.18	\$1,423.96	\$12,840.14 (Step 8)	12.40%

**MANAGEMENT APPRAISAL & PERFORMANCE PLAN
TIER II SALARY STRUCTURE TABLES – S SCHEDULE**

Table S – Effective July 1, 2007

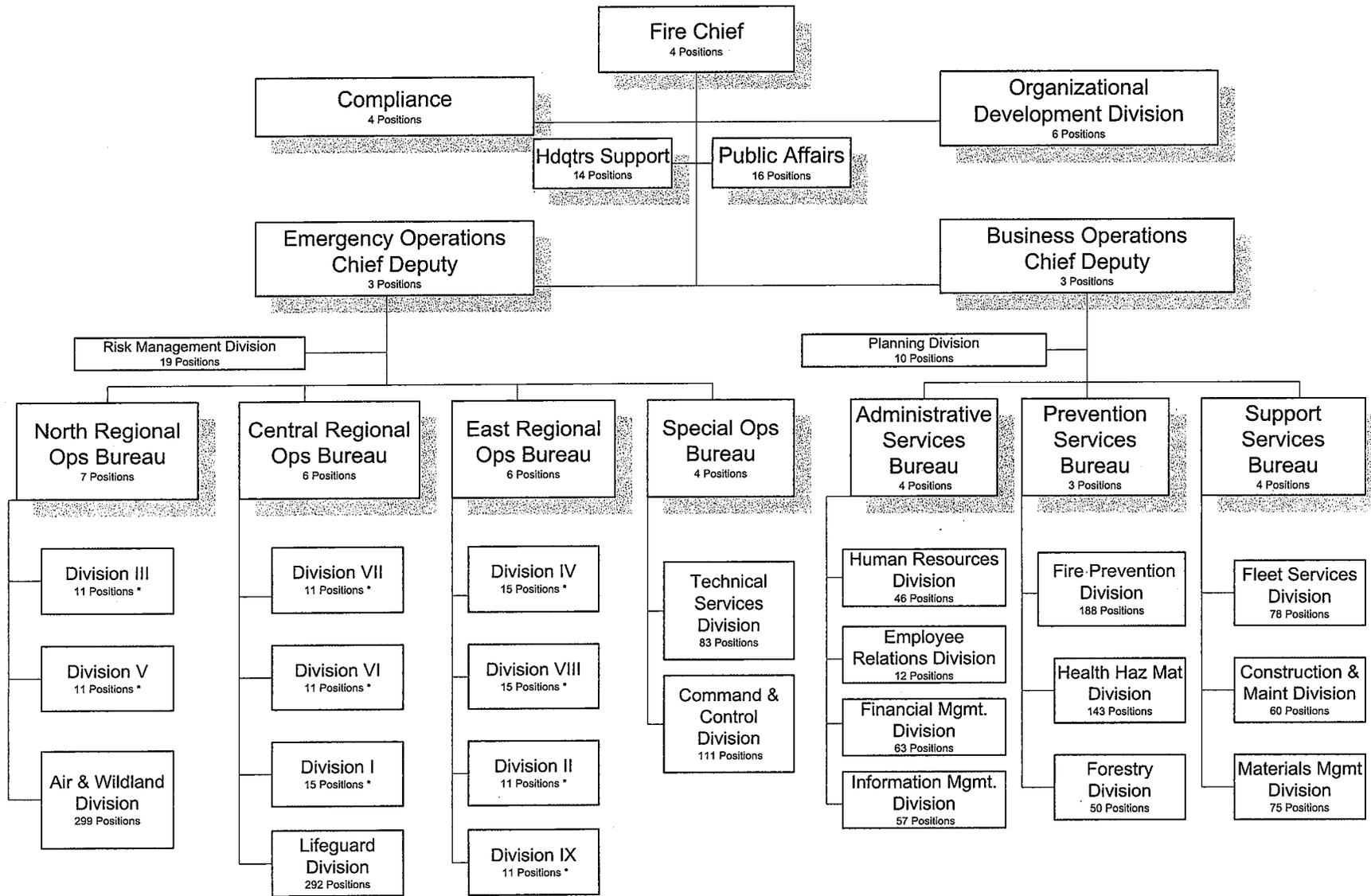
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
S1	3,528.44	3,634.29	3,743.32	3,855.92	3,971.28	4,090.42	4,213.14	4,339.53	4,469.72	4,603.81	4,741.92	4,884.18	4,957.44	5,031.80	5,107.28	5,183.89	5,261.65	5,340.57
S2	3,793.07	3,906.86	4,024.07	4,144.79	4,269.13	4,397.20	4,529.12	4,664.99	4,804.94	4,949.09	5,097.57	5,250.49	5,329.25	5,409.19	5,490.33	5,572.68	5,656.27	5,741.12
S3	4,077.55	4,199.87	4,325.87	4,455.85	4,589.32	4,727.00	4,868.81	5,014.87	5,165.32	5,320.27	5,479.88	5,644.28	5,728.94	5,814.88	5,902.10	5,990.83	6,080.48	6,171.70
S4	4,383.36	4,514.86	4,650.31	4,789.82	4,933.51	5,081.52	5,233.97	5,390.98	5,552.71	5,719.30	5,890.87	6,067.60	6,158.81	6,250.99	6,344.78	6,439.93	6,536.53	6,634.58
S5	4,712.12	4,853.48	4,999.08	5,149.06	5,303.53	5,462.63	5,626.51	5,795.31	5,969.17	6,148.24	6,332.69	6,522.67	6,620.51	6,719.82	6,820.62	6,922.92	7,026.77	7,132.17
S6	5,066.52	5,217.49	5,374.02	5,535.24	5,701.29	5,872.33	6,048.60	6,229.96	6,416.86	6,609.36	6,807.64	7,011.87	7,117.05	7,223.80	7,332.16	7,442.14	7,553.78	7,667.08
S7	5,445.44	5,608.60	5,777.07	5,950.38	6,128.89	6,312.76	6,502.14	6,697.20	6,898.12	7,105.06	7,318.21	7,537.76	7,650.83	7,765.59	7,882.07	8,000.31	8,120.31	8,242.11
S8	5,853.85	6,029.46	6,210.35	6,396.66	6,588.56	6,786.21	6,989.80	7,199.49	7,415.48	7,637.94	7,867.08	8,103.09	8,224.64	8,348.01	8,473.23	8,600.33	8,729.33	8,860.27
S9	6,292.89	6,481.87	6,676.12	6,876.41	7,082.70	7,295.18	7,514.03	7,739.46	7,971.64	8,210.79	8,457.11	8,710.83	8,841.49	8,974.11	9,108.72	9,245.35	9,384.03	9,524.79
S10	6,764.85	6,967.80	7,176.83	7,392.14	7,613.90	7,842.32	8,077.59	8,319.91	8,569.51	8,826.80	9,091.40	9,364.14	9,504.80	9,647.17	9,791.88	9,938.75	10,087.84	10,239.15
S11	7,272.22	7,490.38	7,715.09	7,946.55	8,184.84	8,430.49	8,683.41	8,943.91	9,212.23	9,488.59	9,773.25	10,066.45	10,217.44	10,370.71	10,526.27	10,684.16	10,844.42	11,007.09
S12	7,817.63	8,052.16	8,293.73	8,542.54	8,798.81	9,062.78	9,334.66	9,614.70	9,903.14	10,200.24	10,508.24	10,821.43	10,983.75	11,148.51	11,315.74	11,485.47	11,657.75	11,832.62
S13	8,403.95	8,656.07	8,915.76	9,183.23	9,458.72	9,742.49	10,034.76	10,335.80	10,645.88	10,965.25	11,294.21	11,633.04	11,807.53	11,984.65	12,164.42	12,346.88	12,532.09	12,720.07
S14	9,034.25	9,305.28	9,584.44	9,871.97	10,168.13	10,473.17	10,787.37	11,110.99	11,444.32	11,787.65	12,141.28	12,505.52	12,883.10	12,883.50	13,076.75	13,272.90	13,471.99	13,674.07
S15	9,711.82	10,003.17	10,303.27	10,612.37	10,930.74	11,258.66	11,596.42	11,944.31	12,302.64	12,671.72	13,051.87	13,443.43	13,845.08	13,848.78	14,057.50	14,268.37	14,482.39	14,699.63
S16	10,440.21	10,753.41	11,078.01	11,408.30	11,750.54	12,103.06	12,466.15	12,840.14	13,225.34	13,622.10	14,030.76	14,451.89	14,668.46	14,888.49	15,111.82	15,338.48	15,568.57	15,802.10
S17	11,223.22	11,559.92	11,908.72	12,268.92	12,631.84	13,010.79	13,401.11	13,803.15	14,217.24	14,643.76	15,083.07	15,535.56	15,768.80	16,005.13	16,245.20	16,488.88	16,736.21	16,987.29
S18	12,064.96	12,426.91	12,799.72	13,183.71	13,579.22	13,986.60	14,406.20	14,838.38	15,283.53	15,742.04	16,214.30	16,700.73	16,951.24	17,205.51	17,463.59	17,725.55	17,991.43	18,261.30
S19	12,969.84	13,358.93	13,759.70	14,172.49	14,597.88	15,035.59	15,486.66	15,951.26	16,429.80	16,922.69	17,430.37	17,953.29	18,222.59	18,495.92	18,773.38	19,054.96	19,340.79	19,630.90
S20	13,942.57	14,380.85	14,791.68	15,235.43	15,692.49	16,163.26	16,648.16	17,147.61	17,662.03	18,191.90	18,737.65	19,289.78	19,589.28	19,883.12	20,181.37	20,484.09	20,791.35	21,103.22

NOTE:

As a result of arithmetical rounding, the published monthly salary structures may differ by no more than two cents from computerized payroll system calculations.

LOS ANGELES COUNTY FIRE DEPARTMENT

P. MICHAEL FREEMAN, FIRE CHIEF
2007-08 Final Adopted Budget Positions = 4,294



* Includes 2,513 Emergency Field Personnel Positions.



**Los Angeles County
Department of Human Resources**

Attachment III

Class Specification: ASSISTANT FIRE CHIEF

ITEM NUMBER: 0217

APPROVAL DATE: 09/26/2000

DEFINITION:

Has immediate charge of a major division of the Fire Department .

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Deputy Fire Chief, U.C., whom they assist in the administration of a bureau by directing the activities of major divisions of that bureau through subordinate supervisors. These divisions are responsible for such functions as fire fighting, construction and maintenance services, communications, and fire prevention. Incumbents in this class must exercise thorough knowledge of organizational and management practices, the principles and practices of budget preparation and administration, and thorough knowledge of the principles, practices, methods, and techniques of modern fire protection and safety, EMS, and HAZMAT activities. Incumbents must also have the ability to plan, assign, and direct the work of others through subordinate supervisors; deal effectively with the public, community groups, and elected city officials; coordinate operations within the department and with other departments and agencies; and have refined oral and written communication skills.

EXAMPLES OF DUTIES:

Manages a major Fire Department Division and/or related programs (e.g., fire protection and planning, fire suppression camp program, heavy equipment, air operations, etc.) by directing the strategic and daily activities of the Division.

Provides coordination services for all fire-related matters in several cities and communities, serving as a senior management representative by attending local meetings/seminars, making presentations, interacting/negotiating with local officials and stakeholders, etc., through verbal and written means.

Manages employees of the Division by assigning, planning, directing, and reviewing assignments; providing performance evaluations; investigating complaints of Division personnel; and recommending disciplinary action as needed.

Acts as a community representative by responding to complaints, interacting with news media, coordinating programs at local schools, working with the business community and utilities services, non-profit organizations, etc., in order to answer questions and disseminate information through verbal and written means.

Directs and coordinates administrative and staff services including training, planning, research, special projects and reports; legislative, code, and standards review; and community services.

Assists in the development of the Bureau budget and manages the Division budget by recommending and approving expenditures, projecting costs, and justifying expenditures in order to ensure compliance with budgetary allocation.

Manages the coordination of the work within a Division with other Departmental Divisions and local, State, and Federal agencies to address fire protection issues, community-based issues, and to meet Departmental goals.

Prepares various reports such as activity reports for communities and cities, Counties, and local, State, and Federal agencies to document services provided.

Serves as Duty Chief and member of Departmental Incident Management Team on a rotational basis in order to respond to administrative or emergency requests.

Responds to significant incidents, e.g., HAZMAT, EMS, wildland fires and weather-related occurrences, etc., functions as the Incident Commander at the scene, and coordinates with local/County officials in order to manage and mitigate the emergency.

Inspects Fire Department facilities, vehicles, equipment, uniforms, etc., to ensure compliance with applicable policies/regulations/standards and directs appropriate improvements/solutions where needed.

Meets and consults with representative groups to discuss labor issues.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Two years' experience as a Battalion Chief for the County of Los Angeles Fire Department. A Bachelor's Degree from an accredited college may be substituted for one year of the required experience or an Associate's Degree from an accredited college may be substituted for six months of the required experience.

LICENSE:

Must possess a valid California Class C Driver License.

PHYSICAL CLASS:

3 - Moderate.

FINAL TASK STATEMENTS

1. **Manages a division within the department** (e.g., an operational division, Technical Services, Command and Control, Fire Prevention, Air & Wildland) by planning, organizing, and directing the division's strategic and daily work activities; coordinating the work activities with other departmental divisions and local, State, and Federal agencies; and updating upper management via written and oral reports on the status of work being performed to ensure that Fire Department-related services are delivered in a safe, timely, efficient, and effective manner; fire-protection issues and community-based issues are addressed; and departmental goals are being met.
2. **Supervises staff** (i.e., Battalion Chiefs, Captains, administrative staff, clerical staff) by performing a full range of tasks (i.e., delegating assignments to appropriate staff; monitoring, reviewing, and evaluating staff activities; directing, motivating, training, and disciplining employees; and being involved in the interviewing, hiring, employee-relation investigation, and termination processes) to ensure that Fire Department-related services are delivered in a safe, timely, efficient, and effective manner; fire-protection issues and community-based issues are addressed; and departmental goals are being met.
3. **Provides coordination services for all Fire Department-related matters** in several cities and communities by serving as a senior management representative, attending local meetings/seminars, making presentations, interacting and/or negotiating with local officials and stakeholders, orally conveying information, and preparing written documentation to ensure that Fire Department-related services are delivered in a safe, timely, efficient, and effective manner.
4. **Responds to significant incidents** (e.g., HAZMAT, EMS, wildland fires, weather-related occurrences, etc.) by going to the scene, taking command of the incident, directing and coordinating activities, and communicating with local/County officials in order to manage and mitigate the incident.
5. **Conducts inspections** (e.g., of Fire Department facilities, vehicles, equipment, uniforms, etc.) by evaluating the facility, vehicle, equipment, uniforms, etc. to ensure compliance with applicable departmental policies and standards and/or state and federal regulations and to direct appropriate improvements/solutions as needed.
6. **Directs the evaluation of the division's operations** by planning, organizing, and coordinating the analysis of current work processes, policies, procedures, court or Board mandates, contracts with contract cities, and legislation in order to determine trends or commonalities and recommend and implement revised work methods that improve service delivery and increase productivity.

7. **Directs highly complex or sensitive projects or assignments** by utilizing the appropriate resources (e.g., staff; existing data; other County employees; representatives from other private/public agencies; the Internet; newspaper, magazine, or journal articles; etc.) and following relevant policies and procedures to ensure that Fire Department-related services are delivered in a safe, timely, efficient, and effective manner; fire-protection issues and community-based issues are addressed; and departmental goals are being met.
8. **Manages the division's operating budget** by recommending, approving, and justifying expenditures; reviewing and evaluating budget reports; and overseeing staff allocation, services, supplies, inventory, and expenditures; and assisting in the development of the Bureau budget through evaluating the division's needs, projecting costs, and preparing budget requests to ensure efficient and cost effective budget administration in accordance with departmental policies, County code, and fiscal manuals governing budget administration.
9. **Prepares various documents of a highly sensitive, complex, or political nature** (e.g., Board correspondences, results of personnel-related investigations, etc.) by using a personal computer and appropriate software programs (e.g., word processing and spreadsheets) and following standard English grammar, structure, punctuation, and usage in order to communicate pertinent information to relevant parties.
10. **Directs the preparation of various documents** (e.g., activity reports for communities, other counties, and local, state and federal agencies; policy and procedures; general correspondence; etc.) by instructing staff on the appropriate content/structure and reviewing/editing the document in order to communicate pertinent information to the target audience.
11. **Represents the division and the department** (e.g., in various meetings within the department, community, and committees; news conferences, labor-related meetings, etc.) by serving as the liaison with departmental divisions, County departments, and outside organizations (e.g., community groups, private agencies, public/non-profit agencies, etc.); preparing for and attending the functions or events; and presenting information to others (orally and in writing) in order to address concerns raised by relevant groups, disseminate information to relevant groups, or assess the need for action by the division.
12. **Serves as the Duty Chief** on a rotational basis by performing necessary emergency and management functions (e.g., addresses staffing issues and augmentation, makes decisions related to resource allocation, responds to emergency incidents, etc.) in order to ensure the management of the department 24-hours a day, seven days a week.

13. **Serves as a member of Departmental Incident Management Team** on a rotational basis by performing necessary emergency functions (e.g., assumes the position of Incident Commander, Operations Section Chief, Plans Section Chief, Logistic Chief, Finance Section Chief, or other positions as assigned) in order to respond to emergency incidents.

14. **Stays current with knowledge related to the fire-service profession** (e.g., developments in emergency and administrative practices; information on new innovations, trends, and standards; changes in Federal and California State laws and regulations; changes in Department policies and procedures; etc.) by attending professional conferences, in-service education programs, and continuing education courses, and by reviewing information obtained from Department memoranda, staff meetings, the Internet, magazines, journals, newspapers, professional publications, etc. to attain and maintain fire service-related skills and determine the impact of developments and change on providing service excellence.